

Police Officer Application For Employment

Office Use Only
No. _____



We consider applicants for all jobs without regard to race, color, religion, sex, national origin, age, disability, or other legally protected status. Applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department. Applicants for certain specified positions must meet minimum response time requirements. Additional information is available from the Human Resources Department. The City of Salina conducts pre-employment drug testing.

Date of Application _____

Last Name	First Name	Middle Initial	Social Security Number		
List any other names by which you are known or have been employed.					
Mailing Address	Number	Street	City	State	Zip Code
Telephone Numbers	(Home)	(Work)	Email Address		

NOTE: Any candidate who DOES NOT meet the following minimum employment standards WILL BE disqualified from further consideration (before testing).

1. Do you meet the following minimum qualifications:

- a. Are you a United States citizen? ☐ Yes ☐ No
- b. Are you a high school graduate or do you possess a GED equivalence? ☐ Yes ☐ No
- c. Are you at least 21 years old? ☐ Yes ☐ No
Date of birth _____
- d. Do you have a valid driver's license? ☐ Yes ☐ No
- e. If military service has been rendered and completed, do you have an honorable discharge or a discharge under honorable conditions? ☐ Yes ☐ No ☐ N/A

2. Have you been convicted by any state or the federal government of a crime which is a felony or its equivalent under the Uniform Code of Military Justice? ☐ Yes ☐ No

3. Have you been convicted of the following violent crimes during the preceding three (3) years:
- | | | |
|-------------------|------------------------------|-----------------------------|
| Assault? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Child Abuse? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sexual Abuse? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Resisting Arrest? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4. Do you have convictions, diversions, or expungements by any state or the federal government for the crime of domestic violence or its equivalent under the Uniform Code of Military Justice? ☐ Yes ☐ No
5. Do you have convictions, diversions, or expungements of Driving Under the Influence or refusal during the preceding three (3) years? ☐ Yes ☐ No
6. Do you have multiple D.U.I./refusal convictions regardless of time period (to include diversion and expungement)? ☐ Yes ☐ No
7. Do you have more than three (3) moving traffic violations during the preceding three (3) years? (i.e., speeding, reckless driving, etc.). ☐ Yes ☐ No
8. Do you have moral charge convictions over the age of 18? ☐ Yes ☐ No
9. I understand that if I currently have debts serviced by collection agencies, it may result in disqualification.
-
- Initial
10. I understand candidates will be required to have and maintain good health and physical condition. A physical examination, including an eyesight examination, will be conducted for top candidates at the City's expense. Eye sight requirements are the following: Both eyes 20/100, correctable to 20/20. Candidates who do not meet the visual acuity standards must employ the use of contact lenses as provided by an ophthalmologist or optometrist, in which case acuity must be correctable to 20/20, with no upper limits. Candidates must display adequate binocular vision and color vision.
-
- Initial
11. I understand the following minimum standards involve illegal activities which, if I have committed and failed to disclose same, will result in disqualification when discovered during the selection process.
- Commission of moral crimes.
 - Commission of property crimes during the preceding 2 years.
 - Cocaine or opiates possession or use during the preceding 5 years.
 - Steroid or marijuana possession or use during the preceding 12 months.
 - Illegal possession or use of all other drugs during the preceding 2 years.
 - Illegal sale or distribution of any narcotic or drug.
 - Any undetected commission of felony crimes. Any information relative to criminal prosecution will be made available to the proper jurisdiction.
-
- Initial

Applicant's Statement

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize complete background investigations, including but not limited to all statements contained in this application for employment as may be necessary in arriving at an employment decision. If I am employed by the City of Salina based on this application, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date

The City of Salina is a Drug Free / Equal Opportunity Employer

HUMAN RESOURCES DEPARTMENT

Equal Employment Opportunity Form

The City of Salina has an equal opportunity affirmative action policy. Knowledge of your race, sex and age is necessary for monitoring the effectiveness of the program. Although you are not required to provide the information requested in this form, your cooperation is appreciated. This form is confidential and will be separated from your application immediately upon receipt.

Name: _____ Social Security #: _____ Date: _____

Position Applied for: _____

Date of Birth: _____

INSTRUCTIONS: Place your numbered answer to each question in the space provided.

_____ A. What sex are you? 1. Male 2. Female

_____ B. Which Racial/Ethnic Group do you consider yourself a member?

1. **AMERICAN INDIAN OR ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America who are enrolled members of Indian Tribes or are descendants of enrolled members (a parent or grandparent) or who are recognized as Indians by the Secretary of Interior.
2. **ASIAN:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent. This area includes for example, China, Japan, Korea, the Philippines, Cambodia, Thailand and Vietnam.
3. **BLACK OR AFRICAN AMERICAN:** All persons having origins in any of the Black racial groups of Africa.
4. **HISPANIC OR LATINO:** All persons of Mexican, Puerto Rican, Cuban, Central or South American origin.
5. **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDERS:** All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
6. **WHITE:** All persons having origins in any of the peoples of Europe, including Spain, North Africa, or the Middle East.
7. **TWO (2) OR MORE RACES, (Not Hispanic or Latino):** All persons having two or more origins categorized as American Indian, Asian, Black, Native Hawaiian or White.

_____ C. How did you learn about this job?

- | | |
|--|--------------------------------------|
| 1. Job Notice (Posted in Human Resources Dept.) | 7. Job Service |
| 2. From a Present City Employee _____
<small>Name of Employee</small> | 8. Human Relations Department Notice |
| 3. As a Current City Employee | 9. Radio |
| 4. <i>Salina Journal</i> | 10. School/University |
| 5. Other Newspaper _____ | 11. Professional Publication |
| 6. Salina Cable Ch. 20 | 12. City Website |
| | 13. Other Internet Site _____ |



Veteran's Preference Notice

In accordance with K.S.A. 73-201, the City of Salina offers veterans preference in the initial hiring and first promotion of veterans in classified positions if competent to perform those positions. Veterans Preference will not be given to positions filled by elections, or for City Manager, city management or department heads, temporary or seasonal positions, or for any other position exempted from the preference by state law.

A veteran must request the preference by submitting the Veteran's Preference Eligibility Request form and supporting documentation, along with the Employment Application, to the Human Resources Dept. when applying for an open position.

In determining competency to perform the position, the hiring authority will make a good faith determination that the person is likely to successfully meet the performance standards of the position based on what a reasonable person knowledgeable in the operation of the position would conclude from all information available at the time the decision is made. The basis for such determination shall include experience, training, education, licensure, certification and/or other factors deemed appropriate to determine overall qualification and ability to successfully meet the performance standards of the position. The Human Resources Director or a designee shall document such factors prior to the initiation of the selection process.

Any veteran qualifying for the preference shall not be disqualified from holding any position in such service on account of age or by reason of any physical or mental disability, as long as age or disability does not render the veteran incompetent to perform the duties of the position in which he or she applied. In the event a veteran eligible for the preference, is not hired for the position, the Human Resources Director or a designee shall notify the veteran by certified mail or personal service within thirty (30) days of filling the position.

If a veteran believes that the City has not provided the veteran's preference as required by law, he or she may complete an appeal form, included in the written notification and submit it to the Human Resources Department. The appeal form must be submitted to the Human Resources Department within ten (10) days of receiving the written notification. Upon receipt of the written appeal, the Human Resources Director or a designee will meet with at least two City of Salina Affirmative Action Committee members to review the appeal. Within five (5) days of holding the review meeting, the Affirmative Action Committee will submit a written determination to the veteran.



Veteran's Preference Notice

Pursuant to K.S.A. 73-201(c), Veterans shall be preferred for initial employment and first promotion in the state government of Kansas, and in the counties and cities of this state, if competent to perform such services. Any veteran thus preferred shall not be disqualified from holding any position in such service on account of the veteran's age or by reason of any physical or mental disability as long as such age or disability does not render the veteran incompetent to perform the duties of the position applied for. When any veteran shall apply for appointment to any such position, place, or employment, the officer, board or person whose duty it is or may be to appoint a person to fill such place shall, if the applicant be a veteran of good reputation, and can competently perform the duties of the position applied for by the veteran, consider the veteran for appointment to such position, place or employment.

In the event an eligible veteran is not hired for a position in which he or she has applied, notification will be sent within 30 days by certified mail or personal service. Such notice will advise the veteran of an administrative appeal process.

To determine eligibility, please answer the following questions:

Yes No

I entered the armed forces before Oct. 15, 1976, and separated from the armed forces under honorable conditions. I served i) on active duty during any war (official dates for war service are 4/6/1917 - 7/2/1921 and 12/7/1941 - 4/28/1952); ii) during the period 4/28/1952 - 7/1/1955; iii) in any campaign or expedition for which a campaign badge or service medal has been authorized; or iv) for more than 180 consecutive days since 1/31/1955 but prior to 10/15/1976, excluding an initial period of active duty for training under the "six month" reserve or national program.		
I entered the armed forces on or after 10/15/1976 and separated from the armed forces under honorable conditions and was awarded a service medal or campaign badge.		
I separated from the armed forces under honorable conditions and have a disability certified by the U.S. Dept. of Veterans Affairs as being service connected, have been issued the purple heart by the U. S. government, or have been released from active service with a service-connected disability.		
I am the spouse of a veteran who has a 100% service connected disability as determined by the U.S. Dept. of Veteran Affairs.		
I am the spouse of a veteran who died while and as a result of service in the armed forces and have not remarried.		
I am the spouse of a prisoner of war, as defined by K.S.A. 75-4364 and amendments thereto.		

If you marked "Yes" on any of the above questions and desire to use Veteran's Preference, please sign and date this form and submit to Human Resources along with a copy of your DD214 form or the DD214 for of the veteran under which you qualify.

Name: _____

Signature: _____

Date: _____

Office Use Only:

Position Applied for:

Circle one: Hired

Sent Notification (Date: _____)

Date Rec'd: _____

APPLICANT BACKGROUND QUESTIONNAIRE

If you stated on your City of Salina Application for Employment that you have been convicted of a felony within the last seven (7) years, please complete this form. A felony will not necessarily be a ban to employment. In order for your application to be considered further, the following information is needed for each felony you have been convicted of within the last seven (7) years.

Date of Conviction		Your Age at Conviction	
Felony Description (Please go into some detail)			
Where Convicted (Court Location)			
Length of Your Sentence Served			
Are you currently on probation or parole?			
If yes, please provide name and phone number of your probation or parole officer.			

Applicant's Signature

Date